

Effective Sunday, January, 8, 2017, new tracking Pay Codes and Leave Accrual Categories for Family Medical Leave Act (FMLA) and PARENTAL leave will be available:

Pay Codes



Leave Accrual Categories



Approved FMLA and PARENTAL leave will be recorded using an additional row, as applicable. Note: There is no cash value to FMLA or PARENTAL leave.

Timecard reporting should be recorded in the following manner:

<u>Step 1</u>) First indicate how (or if) the employee will be paid (\$) using the appropriate leave code (*Annual Leave / Sick Leave / Family Sick Leave / Disability Lv- Workers' Comp / Admin Leave - Temp Disability / Paid Time Off (PTO)* or *Leave Without Pay (LWOP*)

Step 2) Add a Row. Select FMLA (if applicable)

Note: Comp Leave is <u>not</u> eligible to be used with FMLA Leave.



Step 3) Add a Row. Select PARENTAL (if applicable)

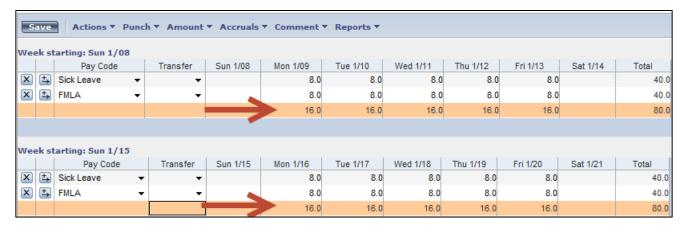
Step 4) Save timecard

Note: When you save the timecard, the system may adjust the order that the rows display on the timecard.

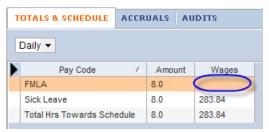




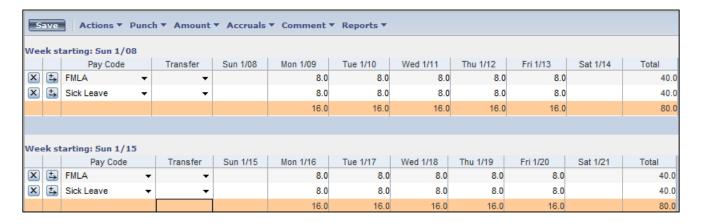
Paid Leave with FMLA



In this example, the employee records Sick Leave and FMLA for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the FMLA pay code.



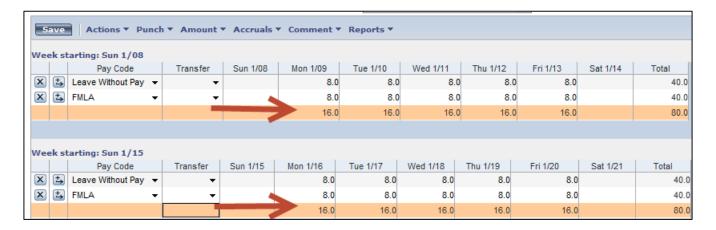
Also, once the timecard is saved the order of the rows may change. In this view FMLA is before the Sick Leave.



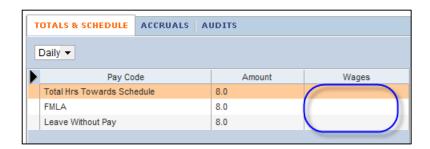




Leave Without Pay (LWOP) with FMLA



In this example, the employee records Leave Without Pay and FMLA for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for Leave Without Pay or FMLA pay codes.

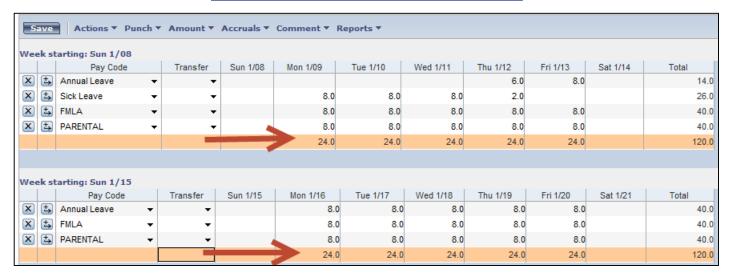


Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)



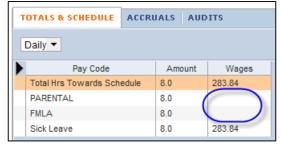


Paid Leave with FMLA and Parental



In this example, the employee records Sick Leave or Annual Leave and FMLA for each day. The employee also records eligible PARENTAL leave. Note that the totals in the body of the timecard seem to be triple. However, the Totals & Schedules Tab, **Daily Total Hrs Towards**Schedule accurately reflects only 8 hours. Additionally, no wages are shown for the FMLA and

PARENTAL pay codes.



Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





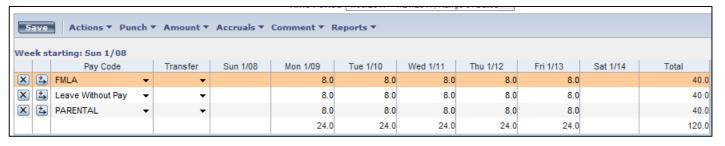
Leave Without Pay (LWOP) with FMLA and Parental

Si	Save Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Comment ▼ Reports ▼											
Wee	k st	arting: Sun 1/08										
		Pay Code		Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X	±	Leave Without Pay	•	-		8.0	8.0	8.0	8.0	8.0		40.0
X	±,	FMLA	•	•		8.0	8.0	8.0	8.0	8.0		40.0
X	±,	PARENTAL	•	•		8.0	8.0	8.0	8.0	8.0		40.0
						24.0	24.0	24.0	24.0	24.0		120.0
Week starting: Sun 1/15												
		Pay Code		Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X	±	Leave Without Pay	-	•		8.0	8.0	8.0	8.0	8.0		40.0
X	±→	FMLA	•	•		8.0	8.0	8.0	8.0	8.0		40.0
X	±	PARENTAL	-	-		8.0	8.0	8.0	8.0	8.0		40.0
						24.0	24.0	24.0	24.0	24.0		120.0

In this example, the employee records Leave Without Pay (LWOP) and FMLA for each day. The employee also records eligible PARENTAL leave. Note that the totals in the body of the timecard seem to be tripled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards**Schedule accurately reflects only 8 hours. Additionally, no wages are shown for the Leave Without Pay (LWOP) and the FMLA and PARENTAL pay codes.



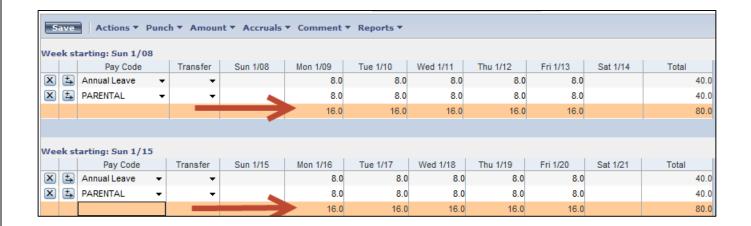
Also, once the timecard is saved, the order of the rows may change. In this view FMLA is before the Leave Without Pay.



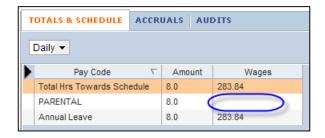




Paid Leave with Parental



In this example, the employee records Annual Leave and PARENTAL leave for each day. Note that the totals in the body of the timecard seem to be double. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the PARENTAL pay code.

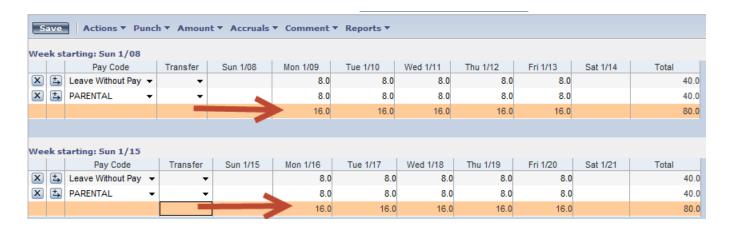


Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





Leave Without Pay (LWOP) with Parental



In this example, the employee records Leave Without Pay (LWOP) and PARENTAL leave for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for Leave Without Pay (LWOP) or PARENTAL pay codes.

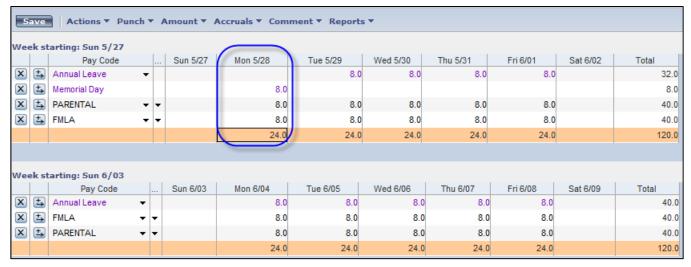


Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)



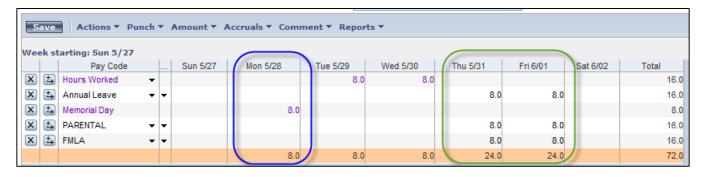


FMLA and Parental with a Holiday Tracked



In this example, the employee records FMLA and PARENTAL leave for a full week. If a holiday day falls in that week, the holiday is also tracked with FMLA and Parental Leave.

FMLA and Parental with a Holiday Not Tracked



However, if the holiday falls during a week when the employee is taking less than the week of leave (intermittent) the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for the day.





FMLA and Workers' Compensation

The Family Medical Leave Act (FMLA) defines serious health condition broadly to include any "illness, injury, impairment or physical or mental condition that involves" either inpatient care or continuing treatment by a health care provider. If the employee is eligible for leave under FMLA and the injury is considered a "serious health condition," then pay codes: Disability– Workers' Compensation or Admin Leave – Temp Disability should also be tracked with FMLA leave. The statute does not distinguish between work–related and non–work–related injuries.

Week starting: Sun 4/29											
		Pay Code		Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Total
		Disability Lv-Work Comp			10.0	10.0	10.0	10.0			40.0
		FMLA			10.0	10.0	10.0	10.0			40.0
					20.0	20.0	20.0	20.0			80.0

Finance/Risk Management oversees administration of all Workers' Compensation claims by the contracted Claims Service.

Risk.Management@montgomerycountymd.gov

Office of Human Resources/Occupational Medical Services oversees administration of all FMLA claims by FMLA Information.

 $\underline{FMLAInformation@montgomerycountymd.gov}$

